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FILING REQUIREMENTS FOR APPLICATION SUBMITTALS

	REQUIREMENT	Annexation/ Detachment/ Reorganization	Sphere of Influence Amendment	Annexation/ Detachment/ Reorganization AND Sphere of Influence Amendment
APPLICATION AND FEES				
<input type="checkbox"/>	Proposal Questionnaire (revised 7/1/02) (One signed original and 7 copies)	Required	Required	Required
<input type="checkbox"/>	Indemnity Agreement (revised 7/1/02)	Required	Required	Required
<input type="checkbox"/>	Agreement for Payment of LAFCO fees (eff. 7/1/02)	Required	Required	Required
<input type="checkbox"/>	Filing Fee (Refer to adopted fee schedule, eff. 7/1/02) (Note: An additional filing fee for the State Board of Equalization will be required after approval of project)	Required	Required	Required
<input type="checkbox"/>	Resolution of Application by any affected City or District or County. (Please contact LAFCO Office for application requirements for proposals initiated by Petition.)	Required	Only a written request to amend the Sphere of Influence is required (G.C. § 56428 (a))	Required
<input type="checkbox"/>	Compliance with Govt. Code Section 56663(c)(2) and 56663(d)(2): Documentation from each agency that will gain or lose territory stating that the affected agency(ies) consent(s) to a waiver of protest proceedings for the project.	Advised	N/A	Advised
PROPOSAL INFORMATION				
<input type="checkbox"/>	Assessor's Parcel Maps a) Current Assessor Parcel Map of Affected territory b) Current Assessor Parcel Map(s) showing properties within a 300-foot radius of affected territory.	Required	Required	Required

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<input type="checkbox"/>	Environmental Information <ul style="list-style-type: none"> a) Final Environmental Document: <ul style="list-style-type: none"> ▪ Final EIR (15 copies) ▪ Final ND (3 copies) ▪ Notice of Exemption, (3 copies), with proof of filing with Ventura County Clerk b) For Proposals with EIR's and ND's only: <ul style="list-style-type: none"> ▪ Notice of Determination, with proof of filing with Ventura County Clerk ▪ CA Department of Fish and Game Environmental Filing Fee Cash Receipt ▪ CA Dept. Fish and Game Certificate of Fee Exemption Form (De Minimis Impact Finding), if applicable. 	Required	Required	Required
<input type="checkbox"/>	Other Information (1 copy each) <ul style="list-style-type: none"> ▪ All resolutions of the City Council or District Board relating to the project. ▪ Any resolutions and staff reports for discretionary approvals for proposed projects in the proposal area, including all references, attachments, and exhibits. ▪ Minutes relating to resolution hearings by the City Council or District Board. Including, minutes for any related discretionary approvals. ▪ Studies relating to proposal: i.e. Biological/Geological/Traffic, etc. ▪ Other explanatory information that will assist LAFCO staff in analyzing the proposal and preparing a report and recommendation. 	Required	Required	Required
MAPS AND DESCRIPTIONS				
<input type="checkbox"/>	Map (1 certified copy and 7 additional copies) Map must be certified by County Surveyor's Department prior to filing with LAFCO. Please submit proof of certification with application. (Please call the County Surveyor's Division at (805) 654-2156 for LAFCO Map Requirements and Fees)	Required	Required	Required
<input type="checkbox"/>	Legal Description of Reorganization (1 certified copy and 7 additional copies) Legal Description must be certified by County Surveyor's Department prior to filing. Please submit proof of certification with application.	Required	N/A	Required

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<input type="checkbox"/>	Vicinity Map, 8½ X 11, 3 copies Vicinity Map should show the proposal site and relationship to the nearest major highway or roadway.	Required	Required	Required
APPLICATIONS INCLUDING SPHERE OF INFLUENCE AMENDMENT PROPOSALS				
<input type="checkbox"/>	Sphere of Influence Supplemental Application (8 copies)	N/A	Required	Required
<input type="checkbox"/>	Compliance with Govt. Code Section 56425(b) (Cities Only): Cities shall submit a letter as proof of compliance with Govt. Code Section 56425(b). The letter shall include the date in which city representatives met with county representatives to discuss the proposed sphere of influence change, the general discussion of the meeting, and notification of any agreements that were made between the city and the county.	N/A	Required	Required